

**EMERGENCY ACTION  
PLAN FOR THE CAPITOL  
BUILDING**

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# **Emergency Action Plan**

**Montana State Capitol  
1301 E. 6<sup>th</sup> Ave.  
Helena, MT 59620**

**Updated September 10, 2007**

## **Purpose**

It is the policy of the agencies within the Capitol Building to provide a safe environment for all employees and visitors. These organizations are committed to establishing an effective Emergency Action Plan (EAP). The operational aspects of the plan are based on an Incident Command System (ICS) that, in part, consists of volunteer employees from the Governor's Office, the Secretary of State's Office, and the Legislative Branch who respond to any workplace emergency within their scope of training. It provides for overall command and control of any emergency incident as well as improving communication between the Building Emergency Action Team (BEAT) and emergency responders. It provides for appropriate response actions and assistance during the time it takes for emergency responders to arrive.

The Occupational Safety and Health Administration's EAP requirements, in accordance with 29 CFR 1910.38, require the State of Montana to have a written EAP. This EAP addresses emergencies that may reasonably occur at our facility site. The EAP has been developed through a cooperative effort with the General Services Division (GSD) of the Montana Department of Administration, local and state emergency response agencies, the Governor's Office, the Secretary of State's Office, and the Legislative Branch.

The EAP communicates to employees the policies and procedures to be followed in emergencies. This written plan is available on the Governor's Office, Secretary of State's Office, and Legislative Branch Intranet sites or upon request to employees, their designated representatives, and any regulatory officials who ask to see it. See Sheena Wilson from the Governor's Office, Tim Busby from the Secretary of State's Office, or Lesley Bergman from the Legislative Branch for assistance in obtaining a copy.

## **Administrative Duties**

The Capitol Building Emergency Action Team (BEAT), in conjunction with GSD, is responsible for this EAP. This responsibility includes the following:

- developing, maintaining, and continually updating a written Emergency Action Plan for regular work conditions;
- conducting drills and exercises to ensure that employees are acquainted with emergency procedures, evacuation routes, and assembly points; and
- judging the effectiveness of this plan and making necessary changes.

The EAP is to be reviewed with all employees at the following times:

- initially when the plan is developed;
- whenever a new employee is hired;
- whenever an employee is initially assigned to a BEAT position;
- whenever an employee's responsibilities under the plan change;
- whenever layout or design of the building changes; and
- whenever the EAP is changed.

The Governor's Office, Secretary of State's Office, and Legislative Branch Directors or their designees have full authority to implement the EAP if they believe that a disaster, emergency, or incident may threaten life, safety, or property within the Capitol Building. Several potential emergencies might reasonably be expected to occur at this location. Guidelines have been or will be developed to serve as a reference source for all employees. They detail prudent actions to be taken during a disaster, emergency, or incident. The guidelines found in Appendix C are anticipated to contain information on the following subjects:

- Bomb threat and explosion **(done)**
- Earthquake **(done)**
- Fire **(done)**
- Suspicious mail **(done)**
- Hazardous material or chemical spill
- Hostage situation / abduction
- Lockdown procedure
- Medical/trauma emergencies
- Shelter in place

### **Building Emergency Action Team**

The Building Emergency Action Team (BEAT) was established to help protect lives and property in the event of any disaster, emergency, or incident. The team members will provide leadership and assistance during any disaster, emergency, or incident by safely evacuating the premises or sheltering-in-place and by safely assembling and accounting for all building occupants. The BEAT consists of the following members:

- BEAT Coordinator
- Floor Monitors
- Sweepers
- Disabled Person Buddies
- Stairway/Elevator Monitors

## **Common BEAT Responsibilities**

- Receives assignment from BEAT Coordinator:
  - Position assignments; e.g., floor monitor, sweeper, buddy, stairway/elevator monitor, etc.
  - Location of responsibility; e.g., third floor sweeper.
- Participates in meetings, exercises, and drills:
  - Under the direction of the BEAT Coordinator, participates in regular meetings to address concerns or issues facing the team, as well as evacuation, assembly, and accountability procedures.
  - Participates in drills or exercises.
- Response:
  - Provides leadership and direction for any disaster, emergency, or incident.
  - Coordinates response actions with other members of the BEAT, GSD, and local emergency response agencies.
- Evacuation:
  - In response to any evacuation order, acts in an organized fashion to ensure a calm and safe process.
  - Understands designated assembly areas and the need for relocation to another building or safe area.
- Communication:
  - Duty to act on or report information using the BEAT structure chain-of-command.
  - Determines when to call 911 and 444-3060.
- Understands the following basic definitions and concepts:
  - Accountability: The process for pinpointing where personnel and visitors are located during any disaster, emergency, or incident.
  - Automated External Defibrillator (AED): A medical device used during cardiac arrest that will analyze a victim's cardiac rhythm, charge to a predetermined energy level, and when prompted by the operator, deliver a shock through adhesive pads placed on the victim's chest.
  - Area of rescue assistance: Designated safe place where people requiring special assistance remain for a temporary period of time to await further instructions or assistance during emergency evacuations.

- Assembly area: Designated area where the evacuees will safely gather and be accounted for in order to assist emergency response agencies. The assembly area must be a safe location where evacuees are away from danger.
- Building Emergency Action Team (BEAT): A group of employees organized within a building to protect lives and property in the event of a disaster, emergency, or incident, whereby each member demonstrates leadership skills to provide order and calm to the situation; possibly to evacuate, shelter, assemble, and account for the safety and security of the building's occupants.
- Communication runner: Any employee evacuating the building that a BEAT member can designate to communicate vital information to the BEAT Coordinator or emergency response agency. Example: Buddy is relaying that disabled individuals are located in a stairwell, unable to evacuate.
- Disaster: The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or artificial cause, including tornadoes, windstorms, snowstorms, wind-driven water, high water, floods, wave action, earthquakes, landslides, mudslides, volcanic action, fires, explosions, or air or water contamination requiring emergency action to avert danger or damage, blight, droughts, infestations, riots, sabotage, hostile military or paramilitary action, disruption of state services, accidents involving radiation byproducts or other hazardous materials, bioterrorism, or incidents involving weapons of mass destruction. (10-3-103, MCA)
- Emergency: The imminent threat of a disaster causing immediate peril to life or property that timely action can avert or minimize. (10-3-103, MCA)
- Evacu-Trac: A device designed to provide an easy method of evacuating physically disabled or injured people from multistory buildings. Note: For the Capitol Building, the chairs are located on the 2<sup>nd</sup> floor past the east side of the Rotunda by room 202 and on the 3<sup>rd</sup> floor near the west elevator and the snack bar.
- Exit: A protected path of egress for travel between the exit access and exit discharge. Exits include exterior exit doors at ground level, exit enclosures, exit passageways, exterior exit stairs, exterior exit ramps, and horizontal exits. (IBC 2003)
- Exit access: That portion of a means of egress system that leads from any occupied portion of a building or structure to an exit. (IBC 2003)
- Exit discharge: That portion of a means of egress system between the termination of an exit and a public way; i.e., a public street or parking lot. (IBC 2003)

- Incident: An event or occurrence, caused by either an individual or by natural phenomena, requiring action by disaster and emergency services personnel to prevent or minimize loss of life or damage to property or natural resources. The term includes the imminent threat of an emergency. (10-3-103, MCA)
- Incident Command System (ICS): The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources and personnel during any disaster, emergency, or incident.
- Means of egress: A continuous and unobstructed path of vertical and horizontal egress for travel from any occupied portion of a building or structure to a public way. A means of egress consists of three separate and distinct parts: the exit access, the exit, and the exit discharge. (IBC 2003)

### **Building Emergency Action Team Coordinator**

This position is responsible for the overall management of the BEAT, including the coordination and deployment of the team during exercises, drills, training, or actual disasters, emergencies, or incidents. This position will report directly to GSD or to other emergency responders if necessary.

BEAT Coordinators:

Sheena Wilson, Governor's Office, 444-5503

Lenore Adams, Legislative Branch, 444-4456

Tim Busby, Secretary of State, 444-6364

**Specific Responsibilities: In addition to the common responsibilities found on page 4, the BEAT Coordinator is responsible for the following:**

- Identifying the status of employees or visitors (accounted for/not accounted for, location, injuries, etc.).
- Providing incident-specific information; i.e., location of a fire, intruder, bomb, etc.
- Ensuring that an evacuation order is fully communicated and implemented.
- Identifying events that led up to the disaster, emergency, or incident.
- In conjunction with GSD, ensuring that team members receive appropriate training to adequately perform the duties of their positions.
- When a vacancy exists, promptly filling the position and maintaining a current roster of BEAT members.
- Meeting regularly with the BEAT to address any concerns or issues of the team, as well as for training, updating procedures, etc.

The BEAT Coordinator, in conjunction with GSD, will conduct various exercises and drills, such as:

- Full-scale, tabletop, and announced or unannounced drills, including but not limited to fire, earthquake, or bomb threat.
- After-action reviews following exercises, drills, training, or actual disasters, emergencies, or incidents.

The BEAT Coordinator is the point of contact for team members and others to ensure that all means of egress are free from obstruction, properly signed, etc. The BEAT Coordinator has the following responsibilities but will also rely upon other team members for assistance:

- Ensures that exits, exit accesses, and exit discharges do not become blocked and remain as unobstructed paths of travel.
- Coordinates with GSD to resolve situations mentioned above.

### **Floor Monitor**

This position is responsible for coordinating emergency actions of a specific floor within the building. The floor monitor is the main point of contact for all sweepers and disabled person buddies for that floor. The floor monitor reports directly to the BEAT Coordinator.

**Specific Responsibilities: In addition to the common responsibilities found on page 4, the floor monitor is responsible for the following:**

- The floor monitor is the key contact of the BEAT Coordinator for an assigned floor of the building. The floor monitor reports to the BEAT Coordinator and is responsible for:
  - Accountability
    - Status of employees or visitors.
    - Inability to evacuate the building due to being trapped or injured.
    - Those safely evacuated and accounted for.
  - Information such as location of a fire, intruder, bomb, etc.
  - Assistance in directing occupants from a designated floor out of the building.
  - Ensuring that all occupants, including BEAT members, assemble in the designated area.
  - After assembly and accounting, waits for other assignments from the BEAT Coordinator, such as moving occupants to a relocation area.
- The floor monitor coordinates the activities of the BEAT for the designated floor or area of the building by performing the following activities:
  - Collects all pertinent information from BEAT members, employees, and others during a disaster, emergency, or incident and reports information to the BEAT Coordinator.
  - Reports to assembly area and works with supervisors and BEAT members to account for occupants of the floor.
  - Maintains knowledge of the floor evacuation plan.
  - Verifies that BEAT members are performing their duties.

### **Sweeper**



This position is responsible for a designated area of a floor by checking all spaces to ensure that occupants comply with directives; e.g., evacuate or shelter-in-place. The sweeper ensures that employees and visitors follow procedures or receive assistance during a disaster, emergency, or incident. Status information is reported directly to the floor monitor.

**Specific Responsibilities: In addition to the common responsibilities found on page 4, the sweeper is responsible for the following:**

- The sweeper sweeps a designated area. The sweeper will communicate directly with the floor monitor information pertaining to, but not limited to:
  - The status of employees or visitors who are unable to evacuate the building due to being trapped or injured.
  - Employees or visitors refusing to evacuate the building.
  - Information such as the location of a fire, intruder, bomb, etc.
- After sweeping the designated area, the sweeper ensures that all occupants are proceeding to the assembly area.

### **Disabled Person Buddy**

This position is responsible for assisting the disabled and any injured persons in moving to a safe location. This may include a designated area of assistance, the designated assembly area, shelter-in-place, or lockdown rooms.

**Specific Responsibilities: In addition to the common responsibilities found on page 4, the disabled person buddy is responsible for the following:**

- Assists the disabled or injured, as part of a team of two, for a designated area within the building. This position communicates directly with the floor monitor information pertaining to, but not limited to:
  - The status of employees or visitors who are unable to evacuate the building due to being trapped or injured.
  - Information such as the location of a fire, intruder, bomb, etc.
- Understands the proper technique for using the evacuation equipment, such as the Evacu-Trac, etc.
- Understands the floor plan and evacuation routes within the building.
- Works with disabled person through consistent training and communication etc. to ensure an effective evacuation.
- Works with the disabled individual to ensure that each person is comfortable with the action that will be taken during a disaster, emergency, or incident.
- Assists with the sweeping duties if there are no disabled or injured individuals in need of assistance.

## **Stairway/Elevator Monitor**

This position is responsible for checking the elevators for any persons who may exit or try to use the elevator and for ensuring that the exit, door, and stairway are unobstructed and safe for use during any disaster, emergency, or incident.

**Specific Responsibilities:** In addition to the common responsibilities found on page 4, the stairway/elevator monitor is responsible for the following:

- Reports to designated elevator/stairway area on assigned floor and wing.
- Communicates directly with the floor monitor information pertaining to, but not limited to:
  - The status of employees or visitors who are trapped or injured in the elevator/stairway.
  - Information such as the location of a fire, intruder, bomb, etc.
- Directs any occupant leaving an elevator to the nearest building exit.
- Prevents any occupant from using the elevator as a means of exit from the building.
- Controls access to stairways on the assigned floor.
- Assists any evacuees having difficulty negotiating the stairway.
- Remains at stairway/elevator area until all occupants and BEAT members have exited from the floor.

## **Alarms**

In the event of a disaster, emergency, or incident, employees are alerted by:

- the facility fire alarm system;
- verbal announcement by coworkers or supervisors; or
- announcement to BEAT members by GSD or others based on information received from federal, state, or local emergency response agencies. The BEAT Coordinator may then activate the BEAT for assistance in alerting employees and visitors.

**All occupants will react to any alarm and follow the protocols and directions set forth in this plan.**

The facility fire alarm system may be sounded by smoke and/or heat detection or the activation of a manual pull station. The audible sound and a white strobe light is emitted

from enunciators located throughout the building. The fire pull stations is to be activated only for fire-related emergencies.

Employees having knowledge of a disaster, emergency, or incident affecting the building will alert 911, GSD, or others to take protective measures.

All occupants must familiarize themselves with the fire alarm pull stations throughout the building.

## **Evacuation Procedures**

Some disasters, emergencies, and incidents require evacuation or escape procedures, while some require employees to stay indoors or in a safe area. The policy of the Department of Administration, the Governor's Office, the Secretary of State's Office, and Legislative Branch is that all occupants will evacuate the building immediately in the event of activation of the fire alarm system or other means of notification. For other disasters, emergencies, and incidents, employees may be instructed to take alternative personal protection measures.

Employees will evacuate using the closest available marked exit, unless it is blocked or obstructed, then they must use the next available exit; therefore, they must familiarize themselves with all exits throughout the building. When employees are away from their assigned work areas, they are to evacuate the building using the same route as the employees in that location. **DO NOT** return to your work area in order to use the exit assigned to that area.

- Important factors to remember are:
  - If anything suspicious is noted, report this information immediately.
  - Do not touch or handle anything suspicious.
  - **DO NOT** return to your work area to retrieve personal items.
  - Help those who need assistance.
  - If the closest exit is unavailable, use the next nearest exit.
- All persons will proceed as directed by BEAT members. (BEAT members are those wearing orange vests.)
- When exiting, employees will stay to the inside of the stairwell. Employees must remain attentive to all traffic including emergency response vehicles when traveling to the assembly area.
- The primary assembly area will be located on the northeast lawn of the Capitol, directly across from the Montana Historical Society and the Scott Hart Building on the corner of 6<sup>th</sup> and Roberts. If it is unsafe to proceed there, employees will go to the secondary spot which is the parking lot to the south of the Capital across Lockey Street. Everyone will remain a safe distance away from the building during an evacuation. All occupants will report to the primary assembly area and check in.
- Everyone is to remain at the assembly area until instructed otherwise.

## **Shelter-in-Place Procedures**

In the event that a shelter-in-place is advised, all occupants will remain in the designated areas until the “all clear” is announced.

The primary assembly areas for the building are as follows:

- 1<sup>st</sup> floor shelter-in-place: Rooms 130, 131, 132, 155, 161 and 171A
- 2<sup>nd</sup> floor shelter-in-place: Rooms 223, 224, and 261.
- 3<sup>rd</sup> floor shelter-in-place: Rooms 305, 307, 332, 354, and 373
- 4<sup>th</sup> floor shelter-in-place: Rooms 402, 403, 405A, 405B, 407, 465, 468, 469, 470, 471, and 475

Employees in the basement should move to the upper floors.

## **Accountability Procedures**

A process for pinpointing where employees and visitors are located during a disaster, emergency, or incident can be achieved by the following:

- Everyone will report to the designated assembly area. Once at the assembly area, employees must report to their supervisors.
- Supervisors will report the status of employees and visitors to the floor monitor once at the designated assembly area. Employees will assist the supervisors in determining where other employees or visitors may be located; i.e., sick, in another building, left premises.
- All BEAT members will report to the designated area for accountability and will provide information to the floor monitor or BEAT Coordinator regarding the status of their duties (i.e., their designated areas are swept and/or disabled people are accounted for).
- The BEAT Coordinator will be responsible for accounting for all BEAT members.
- In the assembly area, the BEAT Coordinator will be the main point of contact for local response agencies or GSD requesting the status of employees and visitors.
- If an employee needs assistance once in the designated area, any member of the BEAT may provide assistance.
- Any illness or injury must be reported immediately.
- The Lieutenant Governor, Secretary of State, Speaker of the House, and President of the Senate will go to an undisclosed location.

- The Executive Protective Officer will be responsible for escorting the Governor to a different undisclosed location.
- The Governor's Office and/or Secretary of State's Office will designate a person for accountability and to escort any other VIPs to an undisclosed location.

### **Safe Relocation Area**

The Scott Hart Building auditorium (302 N. Roberts) has been designated as a relocation area for employees and visitors once evacuated, assembled, and accounted for.

The safe relocation area is used during inclement weather or when employees are unable to reenter the building or leave the Capitol Complex due to a disaster, emergency, or incident.

The BEAT Coordinator will make requests for vehicles, food, water, etc., through the GSD Incident Management Team (IMT). The GSD IMT will request assistance from Montana Disaster and Emergency Services if necessary.

### **Communication Procedures**

Communication is critical to the successful handling of any disaster, emergency, or incident. The following will be used to ensure that Capitol Building occupants communicate all information effectively:

- All employees will follow the instructions set forth in the guidelines that accompany this plan and any other additional documents or rules outside of this plan for reporting emergencies.
- Employees are expected to communicate directly with the BEAT Coordinator or a BEAT member on their floor with regard to potential hazards, blockage in exit routes, or other safety concerns that could hamper evacuation procedures.
- Depending upon the severity of the disaster, emergency, or incident:
  - Employees will report information to BEAT members, 444-3060, or 911.
  - BEAT members will report information to the BEAT Coordinator, 444-3060, or 911.
  - BEAT members may use a communication runner to get an urgent message to emergency personnel. An example of a message would be the known location of a victim unable to evacuate due to injury or entrapment.
  - The Public Information Officers (PIOs) for the Governor's Office, Secretary of State's Office, and Legislative Branch, in conjunction with the GSD-PIO, will be responsible for releasing and reporting all information concerning the disaster, emergency, or incident to the appropriate agencies, including the media.
  - All PIOs will coordinate communications with local emergency response agencies.

- No employee should discuss any aspect of a disaster, emergency, or incident with the media or others unless directed to do so.
- **Confidentiality of patient information is critical. This information should never be released to anyone during a medical/trauma incident.**
- The BEAT Coordinator, in conjunction with GSD, will work to implement a system by which employees are able to contact family members and others after a disaster, emergency, or incident.
- The BEAT will use phones and/or e-mail, if available, to communicate important information. If not available, the BEAT Coordinator will assemble the BEAT members to work through the building and inform the building occupants.
- A radio communication system has been established using Legislative Services radios. They are located in the basement in Room 10 Information Technology (IT area), on the first floor at the Security Desk and Legislative Services (room 154), and on the second floor at the Governor's and Secretary of State's reception areas, along with one radio at GSD.
  - The tour guides will also carry radios when on duty.
  - A communication link has been established with these radios using **channel one** for emergency traffic only.
  - When the Legislature is in session, IT staff and the Sergeant at Arms will use channel two for all non-emergency traffic.
- The Executive Protection Officer in the Governor's Office has radio communication with GSD as well as with local emergency response agencies.

### **Evacuation of Disabled Employees**

The Governor's Office, Secretary of State's Office, and Legislative Branch are committed to protecting those employees and visitors who are either permanently or temporarily disabled. Those employees requiring special assistance with evacuation or other emergency procedures may complete a Request for Assistance Form (Appendix A) and forward it to the BEAT Coordinator. The employee may also contact a BEAT member on the employee's floor who will forward the request to the BEAT Coordinator. Once this information is received, the BEAT Coordinator will ensure that the needs of the employee are addressed for safe evacuation and accountability during any disaster, emergency, or incident.

Two disabled person buddies and one alternate will be assigned to assist each employee who has a physical condition that would impede the employee's ability to evacuate the work location. These buddies and the employee will meet on a regular basis to ensure that each is comfortable with and the buddies are properly trained in the procedures and techniques for evacuation, etc., during any disaster, emergency, or incident.

### **Elevators**

During a building evacuation, **employees or visitors may not use elevators**. When an alarm sounds, individuals on the elevators need to get off at the first stop and proceed to the nearest exit.

### **Fire Extinguishers**

In the event of a fire, the individual will go to the nearest fire alarm pull station and pull the alarm to notify all building occupants. Individuals may attempt to control a fire if they are properly trained to do so and the fire is small and will not cause injuries while the individual is attempting to extinguish it. **REMEMBER** if at any time the fire extinguisher is not effective, **STOP** extinguishment and **EVACUATE** to the assembly area immediately.

Employees are encouraged to attend annual fire extinguisher training to ensure that they have the proper skills and knowledge for activating a fire extinguisher and that they understand each type of fire extinguisher and extinguishing system in the building.

### **Other Trained Occupants**

Any occupant who by way of related training can provide assistance during a disaster, emergency, or incident will take appropriate action in the following order:

- evacuate;
- assemble;
- account;
- report ability to assist to any BEAT member.

The BEAT Coordinator will organize these individuals within the assembly area to provide assistance if needed.

Examples of organizations that provide training include:

- Community Emergency Response Team (CERT)
- Red Cross / American Heart Association first aid
- Law enforcement
- Traffic control
- First responders

### **Automated External Defibrillators (AED)**

An AED is available on the 1<sup>st</sup> floor at the security officer's desk and also on the 2<sup>nd</sup> floor next to room 202 on the east side of the Rotunda. AEDs are part of the State of Montana Capitol Complex AED Plan. Only those employees who are trained may use an AED in a medical incident that may require its use.

A building coordinator for the AED Plan will work directly with the Department of Administration Emergency Management Specialist on issues involving maintenance, training, etc. The building coordinator is:

Butch Cranmer

Capital Security  
Ext. 3725  
439-1773  
457-9864

## **Training**

The BEAT Coordinator, in conjunction with GSD, will establish an ongoing training program. A tracking device will be implemented to show who has training by GSD training staff. Any outside training must be reported to the BEAT Coordinator. Training will be ongoing and on an as-needed basis. The training will consist of, but is not limited to, the following:

- BEAT orientation
- BEAT member roles and responsibilities specific to the duties performed
- Specific training regarding threats, hazards, and protective action
- Communication
- Basic first aid
- CPR/AED
- Assembly, accountability, and safe relocation training/walkthrough
- Fire extinguisher
- Shelter-in-place
- Lockdown
- Hazardous materials awareness
- WMD (Weapons of Mass Destruction) awareness
- Location and use of common emergency and first-aid equipment
- Evacuation procedures for the disabled
- National Incident Management (NIMS 700 and NIMS 800)
- Incident Command System ICS 100 & 200

The above training may not be mandatory for every employee. The BEAT Coordinator will perform this training in conjunction with GSD as well as local emergency response agencies.

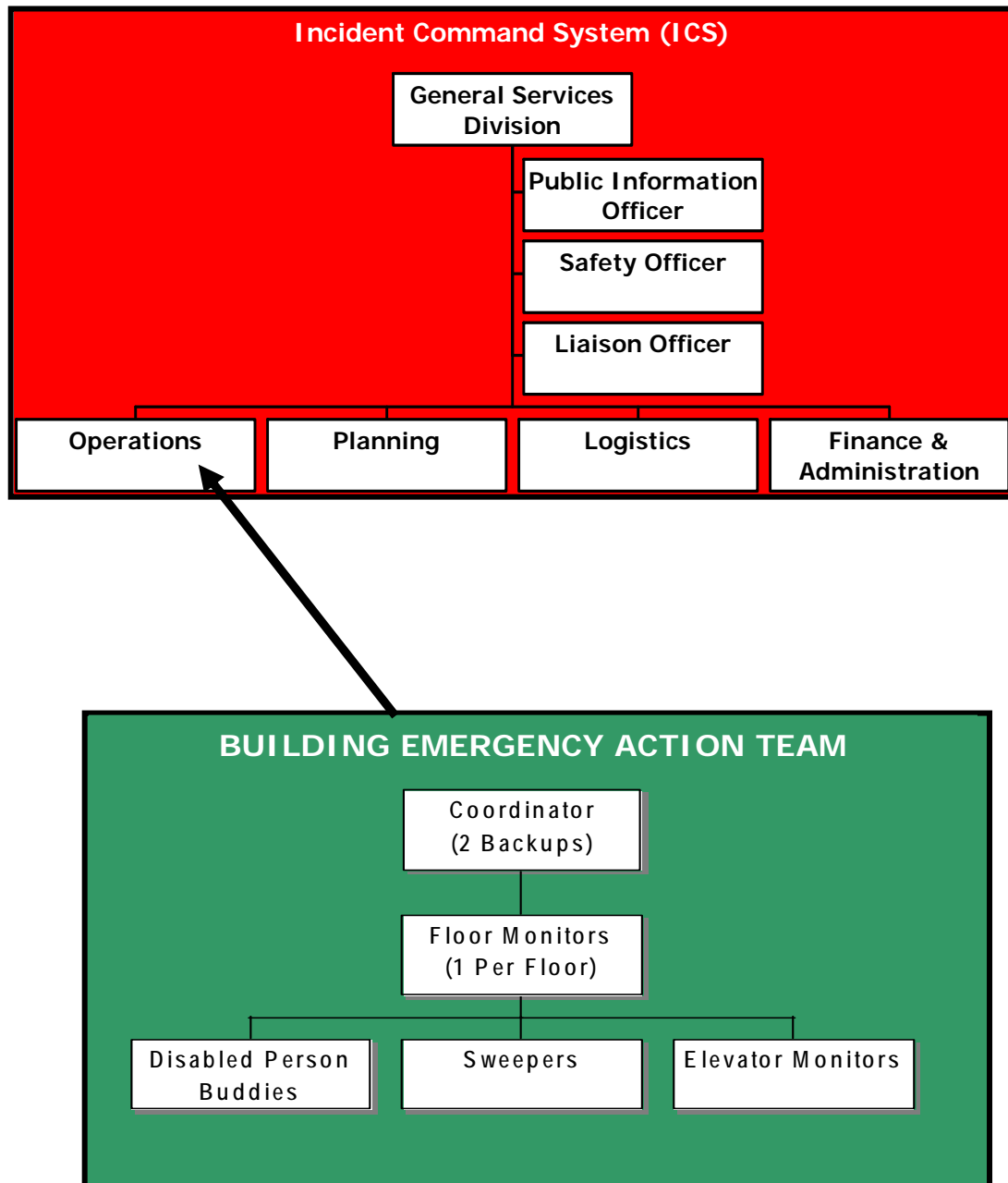
For further assistance with emergency evacuation procedures, the following individuals may be contacted:

Department of Administration  
Lou Antonick 444-3060

Capital Security  
Butch Cranmer, 444-3725



**ORGANIZATIONAL STRUCTURE FOR INCIDENTS, EMERGENCIES, OR  
DISASTERS AFFECTING THE CAPITOL BUILDING**



## **APPENDIX A**

### **REQUEST FOR ASSISTANCE FORM**

This Request for Assistance Form is offered to all employees within the Capitol Building and is intended for use in identifying any employee who needs personal assistance to evacuate the building if the need arises in the event of an emergency.

In the event that the building evacuation alarm is sounded, the elevators will be unavailable for use by employees or visitors.

Those who normally use the elevators due to a physical disability will have to exit using the stairways. If you need assistance to evacuate the building during an actual or drill situation, please fill out the form below and individual(s) will be assigned from the Building Emergency Action Team (BEAT) to assist you.

If you have any questions please call:

Lou Antonick: 444-3060 or 431-9146

Butch Cranmer: 444-3725, 439-1773, or 457-9864

Please send this form to Butch Cranmer or Lou Antonick.

### **ASSISTANCE REQUEST**

NAME: \_\_\_\_\_

WORK LOCATION / ROOM NO. \_\_\_\_\_

TYPE OF ASSISTANCE NEEDED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **APPENDIX B**

### **EXIT MAPS**

All occupants of the building should be familiar with the exit maps posted throughout the building

## **Appendix C**

### **GUIDELINES**

#### **GUIDELINES WILL INCLUDE:**

BOMB THREAT & EXPLOSION (DONE)

EARTHQUAKE (DONE)

BUILDING FIRE SAFETY (DONE)

SUSPICIOUS ENVELOPE OR PACKAGE (DONE)

HAZARDOUS MATERIAL OR CHEMICAL SPILL

HOSTAGE SITUATION / ABDUCTION

LOCKDOWN PROCEDURES

MEDICAL/TRAUMA EMERGENCIES

SHELTER IN PLACE

## Appendix D

### **72-Hour Preparedness Kit**

In order to better prepare employees for incidents, emergencies, and disasters, the information in the following document has been provided. Employees are encouraged to prepare a 72-hour kit for their homes.